CPS Undergraduate Admission

Letter of Exception

The letter of exception is required for applicants who do not meet each of the three requirements for Undergraduate Admission:

- A high school diploma or equivalent
- Transferable college credit from a regionally accredited college or university
- Evidence of work experience

The letter will go to the Assistant Dean of the school in which you are applying. In the letter please describe your goals and how the Regis education will assist you in achieving your goals and also substantiate your ability to be successful at Regis University.

**Your letter should be structured as follows:**

- Address the letter the Assistant Dean of the school to which you are applying (School of Management; School of Computer and Information Sciences; School of Humanities and Social Sciences).
- Use a minimum of three paragraphs and no more than a maximum of five.
- Type the letter double spaced using Times New Roman 12 font.

Please email your letter to: spsadmit@regis.edu and your letter will be sent to the Assistant Dean of the proper school.